

**Waukesha County Cooperation Council**  
**Meeting Minutes**  
April 25, 2016

**Opening**

The regular meeting of the Waukesha County Cooperation Council was called to order at 4:05pm on April 25, 2016 in the Waukesha County Board Room by Chairman Buck Houston.

**Present**

*Cities:* Shawn Reilly, Waukesha.

*Towns:* Keith Henderson, Brookfield; Buck Houston, Genesee; Doug Brahm, Lisbon;  
Matt Janecke, Lisbon.

*Villages:* Jack Nissen, Dousman; David Cox, Hartland; David Lamerand, Hartland;  
Jeffrey Knutson, Pewaukee; Jeremy Smith, Sussex.

*Other:* Gary Bell, Waukesha County; Kristin Bendlin, Waukesha County; Bill Stolte,  
Waukesha County

**Not Present**

Cities of: Brookfield, Delafield, Muskego, New Berlin, Oconomowoc and Pewaukee; and Towns of: Delafield, Eagle, Merton, Mukwonago, Oconomowoc, Ottawa, Vernon and Waukesha; and Villages of: Big Bend, Butler, Chenequa, Eagle, Elm Grove, Lac La Belle, Lannon, Menomonee Falls, Merton, Mukwonago, Nashotah, North Prairie, Oconomowoc Lake, Summit and Wales.

**Approval of Minutes**

A motion was made by David Lamerand, seconded by David Cox to approve the minutes of January 25, 2016. No discussion. Motion carried unanimously.

**Agenda**

**Department of Emergency Preparedness: Update on P25 Digital Radio Project** (see [Appendix A](#)). – Gary Bell, Director of Emergency Preparedness presented an update on the P25 Digital Radio Project for Waukesha County. In regards to the OASIS Flash Upgrade repurposing current radio towers: entities that own these older radio assets have been notified. Because all older units were identifiable with serial numbers, all upgradeable units are eligible for a free flash upgrade. Some older units were found to be failing and have options to upgrade or repair. Looking at the past few months on the timeline, there has not been much progress made due to

inclement weather conditions. Progress is projected to pick up within the next few weeks. There were no questions at this time.

**Department of Emergency Preparedness: County-Wide Hazard Mitigation Plan Update** (see [Appendix B](#)). – Bill Stolte, Emergency Management Coordinator for Waukesha County provided an update and regarding the County-Wide Hazard Mitigation Plan. FEMA and Federal Government has established a competitive grant program that can assist with covering 75% of approved plan costs, and the State of Wisconsin can also further reduce the costs by covering an additional 12.5%. In 2010, Waukesha County drafted the first Waukesha County-Wide Hazard Mitigation Plan which was approved by FEMA, where 37 of the 38 communities signed. This plan is required by FEMA to be updated every five years, and is currently being prepared for submission. Copies of the template for the adoption of the plan have been provided. Some communities might pass this as a resolution, others as an ordinance, FEMA has no requirements as to which method is used by different communities. There is online access available to view the plan online, Bill Stolte can provide individual access to the secure website upon request. This plan would be beneficial to share with police and fire officials in each community.

**\*Douglas Brahm: Waukesha County Fire Chiefs Association: A Day With Local Fire & EMS.** - Doug Brahm provided flyers pertaining to the June 4<sup>th</sup> event for local elected officials.

**Chairman Buck Houston: Future Topics for Discussion.** No recommendations at this time for the next meeting's agenda.

**Election of the new Waukesha County Cooperation Council Chairman (Cities):** - David Lamerand nominated Shawn Reilly, Mayor of the City of Waukesha as the next WCCC Chairman; David Cox seconded. Motion carried unanimously.

### **Adjournment**

Meeting was adjourned at 4:42pm by Chairman Buck Houston. The next general meeting will be at 4:00pm on July 25, 2016, in the Offenbach Room AC355 of the Waukesha County Courthouse.

\*(Informal item of discussion)

## OASIS Flash Upgrade Frequently Asked Questions

**What is a flash upgrade?** *This process updates the operating system and activates new features of customer-owned portable and mobile radios, making them capable of functioning on the new P25 digital system. Note that this is completely different from talkgroup template programming, which determines the talkgroup and channel scheme in the radios. The flash upgrade is the first step in the process to migrate legacy radios to the P25 system. Because talkgroup template programming for a given radio can't begin until after its P25 codeplug file has been acquired—part of the flash upgrade process—it isn't possible to do template programming when the flash upgrade is performed.*

**What radios are being upgraded?** *Flash upgrades are available for most of the Motorola XTS and XTL series, and older APX radios. APX series radios purchased under the new system contract are already updated. Older MTS and MCS series radios are analog-only and are no longer manufacturer-supported, and thus can't be flash upgraded. Note that while a flash upgrade is only necessary for radios that will be used on the new P25 system, if you are selling your X series radios, the upgrade will likely provide a substantial increase in the radio's resale value. Contact Radio Services if you have other radios such as E.F. Johnson.*

**How does the process work?** *Radio Services technicians can perform the upgrades either at our shop or at your location. An upgrade consists of four parts:*

- 1. Diagnostic analysis of the radio*
- 2. Retuning and alignment of the radio. You will be provided a hard-copy report of the technical results of the radio diagnostics and alignment.*
- 2. Flash upgrade programming*
- 4. Update of inventory and service history to reflect the work performed and the radio upgrade, and create an archive codeplug of the radio.*

*At the end of the process, the radio will be thoroughly tested and realigned to factory specifications, and, upgraded for P25 operation including activation of the required options. You'll receive a printed report for each radio.*

**Why do radios need to be tested and retuned?** *Since the radio wasn't configured for P25 options from the factory, it wasn't aligned or tested to operate with P25 modulation. Further, over time, radio parameters drift as components age and the radio is subjected to shock and harsh environmental conditions. The test verifies that each radio meets standards, and the retuning/realignment is intended to bring the radio back to original specifications*

**What if my radio fails the diagnostic tests?** *The large majority of radios that fail initial diagnostics can be aligned to factory specifications as part of this process. Those few that can't*

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*should be submitted for service. Units that violate FCC regulations (for example, radios that are off frequency or don't modulate properly) can't be legally operated until they are serviced. Other failing parameters, such as low transmit power, are legal to use but will negatively affect radio performance and user safety. Radios which have failed and are included in current service agreements with Radio Services will be repaired at no charge. Radios on time-and-materials can be repaired on that basis.*

**How long will this take?** *Typically, the entire process will take 30-45 minutes per radio. Depending on the size of the fleet, we can process one to three radios simultaneously.*

**What are the costs involved?** *Typically, the flash itself which is supplied by the manufacturer is very expensive--\$500 to \$1500 per radio. However, as part of the system contract negotiations, Motorola agreed to provide the flash free of charge **for radios registered on the system and in active service when the system contract was initiated.** Labor costs to test, program and retune/align the radios, as well as flash costs for radios acquired after the contract approval date, remain the users' responsibility. Costs for these tasks are \$72.54 per radio from Waukesha County Radio Services.*

*Also, please note that requests to perform upgrades at your location will incur travel charges.*

**When the upgrade is complete will my radios still work on the existing system?***(the realignment/retune often results in improved performance). They will retain all existing capabilities but gain P25 features.*

**Once the upgrade is performed, will my radio work on the new P25 system?** *The radio will retain full capabilities to operate on the new OASIS P25 system. However, it will still need to be programmed with your new OASIS talkgroup scheme and preferences, and the system infrastructure will need to be tested and accepted, before you can migrate to OASIS. Radio Services will help customers through this process.*

**How do I interpret and complete the forms that you sent me?** *Radios that are on the list marked as "Yes", for service contract, will be upgraded and repaired at no charge as necessary.*

*There will be no charge for radios that fail the test and users wish not to upgrade or repair the radio.*

*Due to the differences in radio models and flashcodes, the upgrades to radios need to be completed in batches with the same model and flashcode. For example, we cannot upgrade one type of portable then jump to a mobile then back to a portable. Likewise, not all models of radios are the same flashcode. A department may have all XTS2500 portables, however since the radios were purchased at different times they may be three different flashcodes. Prior to starting the upgrade work and once we determine which radios you want upgraded, we will provide the information of which radio are alike and can be upgraded together Portable radios*

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*need to be upgraded and tested using a voltage and current regulated power supply. Therefore, we request that the radios be provided without the batteries attached. We also request that any accessories attached to the option connector on the radio be removed prior to the upgrade.*

*Mobile radios also need to be upgraded and tested using a voltage and current regulated power supply. In most cases the mobile will need to be pulled from the vehicle for the work to be completed.*

### **You will need to complete the following fields on the form:**

**Location Correction** – *Please enter unit location information if the current location listed has changed.*

**Upgrade** – *Please check Yes or No if you want the radio upgraded to operate on the new P25 system.*

**Repair If Needed** – *As indicated above, prior to upgrading the radio it will be tested for compliance. Many out of spec issues can be resolved with the alignment. If the radio fails due to a hardware failure do you want to the radio submitted for repair?*

**Will Be Retired** – *Please check this box if you do not plan on using this radio on the new P25 system.*

*Please complete the authorization and contact information at the end of the report. The contact should be the individual that our technicians will contact to coordinate scheduling and access to the equipment needed to perform the upgrades.*

**Comments** – *You may add comments here if you feel they are relevant to the upgrade work to be completed. This line may also contain information from our existing database.*

**When do you need the forms returned?** *The sooner we receive them, the sooner we can plan your agency's upgrade. Please ensure that they are returned to Radio Services no later than May 15, 2016.*

**What if I have additional questions?** *Contact Gretchen Krassman or Steve Milner by phone at 262-548-7602, or by e-mail at [gkrassman@waukeshacounty.gov](mailto:gkrassman@waukeshacounty.gov) or [smilner@waukeshacounty.gov](mailto:smilner@waukeshacounty.gov)*

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Waukesha & Milwaukee County Phased Implementation Project 25 Schedule											
ID	Task Name	Duration	Start	Finish	Resource Names	st 1	8/11	9/1	September 21	10/13	November
80	Pre R56 Audit and any Civil Work required	5 days	Tue 5/3/16	Mon 5/9/16							
81	Deliver and Bolt Radio Equipment	5 days	Fri 1/16/15	Thu 1/22/15							
82	Cable Site	2 days	Fri 1/23/15	Mon 1/26/15							
83	Install Antenna System	3 days	Mon 5/2/16	Wed 5/4/16							
84	Site Inspection and R56 Audit	2 days	Thu 5/5/16	Fri 5/6/16							
85	<b>Brookfield Water Tower</b>	<b>342 days</b>	<b>Mon 1/19/15</b>	<b>Tue 5/10/16</b>							
86	Pre R56 Audit and any Civil Work required	5 days	Wed 5/4/16	Tue 5/10/16							
87	Deliver and Bolt Radio Equipment	5 days	Mon 1/19/15	Fri 1/23/15							
88	Cable Site	2 days	Mon 1/26/15	Tue 1/27/15							
89	Install Antenna System	3 days	Wed 1/28/15	Fri 1/30/15							
90	Site Inspection and R56 Audit	2 days	Mon 4/25/16	Tue 4/26/16							
91	<b>Vernon Town Hall</b>	<b>363 days</b>	<b>Tue 12/23/14</b>	<b>Thu 5/12/16</b>							
92	Pre R56 Audit and any Civil Work required	5 days	Mon 4/25/16	Fri 4/29/16							
93	Soil Boring	1 day	Mon 5/2/16	Mon 5/2/16							
94	Construction Drawings	15 days	Mon 1/26/15	Fri 2/13/15							
95	Permitting	15 days	Mon 2/16/15	Fri 3/6/15							
96	Contact <del>utilites</del> for electrical and gas	2 days	Mon 3/9/15	Tue 3/10/15							
97	Construction of Pads for Shelter and Tower	15 days	Wed 3/11/15	Tue 3/31/15							
98	Stack Steel for Tower	3 days	Tue 2/23/16	Thu 2/25/16							
99	Set Shelter	1 day	Fri 2/26/16	Fri 2/26/16							
100	Hook up <del>utilites</del> for gas and electric	2 days	Mon 2/29/16	Tue 3/1/16							
101	Deliver and Bolt Radio Equipment	5 days	Wed 3/2/16	Tue 3/8/16							
102	Cable Site	2 days	Wed 3/9/16	Thu 3/10/16							
103	Install Antenna System	3 days	Fri 3/11/16	Tue 3/15/16							
104	Install MW system	4 days	Fri 4/15/16	Wed 4/20/16							
105	Site Inspection	1 day	Thu 4/21/16	Thu 4/21/16							
106	<b>Indian Grass Lane</b>	<b>384 days</b>	<b>Tue 11/18/14</b>	<b>Fri 5/6/16</b>							
107	Pre R56 Audit and any Civil Work required	5 days	Mon 4/25/16	Fri 4/29/16							
108	Soil Boring	1 day	Mon 5/2/16	Mon 5/2/16							
109	Construction drawings	1 day	Tue 5/3/16	Tue 5/3/16							
110	Permitting	1 day	Wed 5/4/16	Wed 5/4/16							
111	Contact <del>utilites</del> for electrical and gas	1 day	Thu 5/5/16	Thu 5/5/16							
112	Construction of Pads for Shelter and Tower	1 day	Fri 5/6/16	Fri 5/6/16							
113	Stack Steel for Tower	1 day	Mon 2/22/16	Mon 2/22/16							
114	Set Shelter	1 day	Tue 2/23/16	Tue 2/23/16							
115	Hook up <del>utilites</del> for gas and electric	1 day	Wed 2/24/16	Wed 2/24/16							
116	Deliver and Bolt Radio Equipment	5 days	Thu 2/25/16	Wed 3/2/16							
117	Cable Site	2 days	Thu 3/3/16	Fri 3/4/16							
118	Install Antenna System	3 days	Tue 4/19/16	Thu 4/21/16							
119	Install MW system	4 days	Fri 4/22/16	Wed 4/27/16							

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Waukesha & Milwaukee County Phased Implementation Project 25 Schedule										
ID	Task Name	Duration	Start	Finish	Resource Names	8/1	8/11	9/1	September 21	November
120	Site Inspection and R56 Audit	2 days	Thu 4/28/16	Fri 4/29/16					9/22	10/13
121	<b>MCC 7500 Dispatch Installation-Waukesha</b>	<b>373 days</b>	<b>Tue 12/9/14</b>	<b>Thu 5/12/16</b>						11/3
122	Install Consoles, Control Stations	20 days	Mon 4/11/16	Fri 5/6/16						
123	Test functionality with P25 Master	1 day	Mon 5/9/16	Mon 5/9/16						
124	Site Inspection and R-56 Dispatch	3 days	Tue 5/10/16	Thu 5/12/16						
125	<b>Optimization</b>	<b>334 days</b>	<b>Mon 4/20/15</b>	<b>Thu 7/28/16</b>						
126	Waukesha Optimization	59 days	Mon 5/9/16	Thu 7/28/16						
127	<b>Acceptance Testing-</b>	<b>306 days</b>	<b>Mon 7/13/15</b>	<b>Mon 9/12/16</b>						
128	<b>FATP</b>	<b>3 days</b>	<b>Fri 7/29/16</b>	<b>Tue 8/2/16</b>						
129	Provide FATP for Waukesha	3 days	Fri 7/29/16	Tue 8/2/16						
130	<b>CATP- Waukesha</b>	<b>27 days</b>	<b>Fri 8/5/16</b>	<b>Mon 9/12/16</b>						
131	Perform Coverage testing	20 days	Fri 8/5/16	Thu 9/1/16						
132	Provide CATP documentation results to County	2 days	Fri 9/2/16	Mon 9/5/16						
133	County Review of CATP documents	5 days	Tue 9/6/16	Mon 9/12/16						
134	Coverage Testing successfully completed	0 days	Mon 9/12/16	Mon 9/12/16						
135	<b>Training</b>	<b>30 days</b>	<b>Wed 6/1/16</b>	<b>Tue 7/12/16</b>						
136	Waukesha Training	30 days	Wed 6/1/16	Tue 7/12/16						
137	End User Training Complete	0 days	Tue 7/12/16	Tue 7/12/16						
138	<b>Cutover - Waukesha</b>	<b>61 days</b>	<b>Mon 5/16/16</b>	<b>Mon 8/8/16</b>						
139	Review Final Cutover Plan	10 days	Wed 6/8/16	Tue 6/21/16						
140	Complete any final P25 subscriber programming (if app)	10 days	Fri 7/29/16	Thu 8/11/16						
141	Cutover Users	2 days	Tue 9/20/16	Wed 9/21/16						
142	Cutover complete	1 day	Thu 9/22/16	Thu 9/22/16						
143	<b>Sign-off and Acceptance</b>	<b>302 days</b>	<b>Thu 7/30/15</b>	<b>Fri 9/23/16</b>						
144	Waukesha County	1 day	Fri 9/23/16	Fri 9/23/16						
145	<b>Transition Warranty</b>	<b>1 day</b>	<b>Mon 9/26/16</b>	<b>Mon 9/26/16</b>						
146	Waukesha -Transition to warranty	1 day	Mon 9/26/16	Mon 9/26/16						




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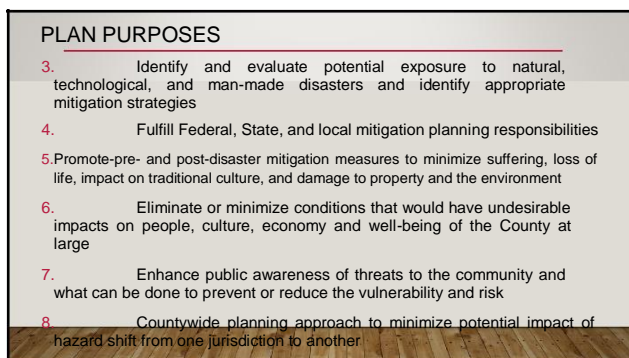
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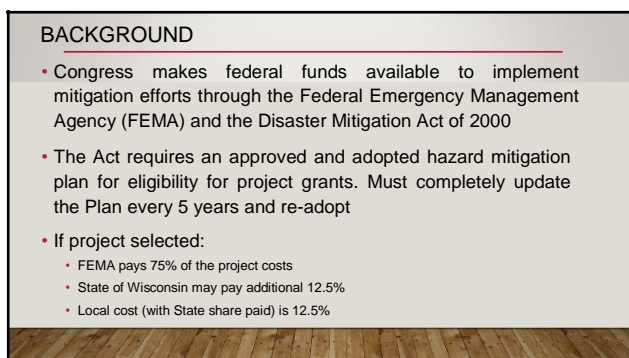
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## APPENDIX B

### PLANNING PROCESS

- Strictly defined by FEMA and Wisconsin Emergency Management (WEM)
- Federal Plan Requirements:
  - Description of the planning process
  - Public Involvement strategy
  - List of goals and objectives
  - Countywide hazard risk assessment
  - Countywide mitigation initiatives
  - Plan maintenance strategy
  - Must address Natural Hazards
    - Waukesha County opted to include technological and man-made hazards as well (All-Hazard Planning)

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### UPDATED PLAN AND KEY DIFFERENCES

- Expanded and updated hazard analysis
- Updated and amended initiatives as appropriate
- Emphasis on initiatives deemed feasible, practical, and implementable
- Addition of the Railroad Transportation Incident Hazard
- Four new mitigation initiatives and 79 update actions.
- Documented 11 completed mitigation actions since 2011 plan adoption

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### DOCUMENT REVIEW

- CD's of the plan are available from County Emergency Management
- We will post the updated plan on the County EM web page
- Jurisdictions (and citizens) may request access to view and comment on the online tool
- The online tool is available at:
  - <https://waukeshacounty.isc-cemp.com>
  - Request access by sending the following information to Waukesha County Emergency Management
    - Name
    - Email address

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## APPENDIX B

### PLAN ADOPTIONS

- Original plan approved by WEM and FEMA in 2011
- Adopted by 37 of the 38 political entities in Waukesha County
- Each participating jurisdiction must adopt the plan by ordinance or resolution – SEND A COPY TO EMERGENCY MANAGEMENT!
- WEM approved the draft update in February, 2016
- FEMA approved the draft update contingent upon local adoptions in March, 2016
- Would like to see all 38 jurisdictions adopt the 2016 Plan!

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### ADOPTIONS

- Waukesha County funded cost of the update
- No local cost to adopt –
  - Other than local processing for ordinance or resolution
- Sample template is available
- Adoption does NOT commit the jurisdiction to undertaking a project
  - Locals have full control when or if to undertake a project
- Locals may add new projects, complete or delete existing projects as needed
  - Must document changes in the annual interim revisions with County Emergency Management – formal review annually in September by the LEPC.

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**"THE ONLY THING MORE  
DIFFICULT THAN PREPARING FOR  
DISASTERS IS EXPLAINING WHY  
YOU DIDN'T."**

DR. REX ARCHER, KANSAS CITY PUBLIC HEALTH

WILLIAM F. STOLTE, COORDINATOR  
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KATHY SCHWEI  
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